



ROCK RIVER LIBRARY DISTRICT BOARD MEETING

SECRETARY'S NOTES

806 1st Avenue, Silvis, IL 61282

July 19, 2023, at 6:30 PM

Present: Trustees: Pat Held, President, Joanne Riedl, Vice-president, Julie Black, Secretary, Stacey Bawden, Treasurer, Linda Johnson, Carole Karenke, Pam Bragg

Library Director: Amy Fry, Library

1. The meeting was called to order by Pat at 6:30 p.m.

2. Public Comment: none

3. Approval of Minutes.

A motion was made to approve the May 2023 minutes as presented.

A motion was made by Joanne and seconded by Pam to approve the minutes.

After the motion was moved and seconded, Pat opened the floor up for discussion.

The motion was approved unanimously, and the *May 2023 minutes* were adopted.

4. Treasurer's Report was presented.

A motion was made to approve the July 2023 Treasurer's Report as presented.

A motion was made by Julie and seconded by Joanne to approve the Treasurer's Report.

After the motion was moved and seconded, Pat opened the floor up to discussion.

The motion was approved unanimously, and the *July 2023 Treasurer's Report* was approved.

5. Director's Report

a. Library Happenings:

i. Building Maintenance/Projects

1. Roof – A quote for a full tear off and replacement will be approved at the July 26th Silvis Board Meeting. The project should begin in August.
2. Vestibule – Public Works has not waterproofed the vestibule yet. Amy is looking into other options and will update the board in September.
3. Smoke Alarms – All smoke alarms have been installed.
4. Shed – The library is looking into other options to get the shed steps built. I will update the board in September.
5. Exterior – Amy has hired Bi-State Masonry to test chemicals to determine if they have anything that will remove the sealer/staining on the exterior brick. She is

also looking at the cost of painting the exterior stucco. This will be discussed again in September.

ii. Programming:

1. Summer Reading Program – Summer Reading ends July 31st. Statistics will be presented at the next meeting.
2. Centennial – The May Bingo Night Fundraiser raised over \$2,700 for the Centennial Celebration. The next Bingo Night Fundraiser will be held on Saturday, August 26th from 5-7pm, at the McGeHee Center. Amy asked the trustees to consider donating their time or baked goods to the event.

iii. Personnel:

1. Sexual Harassment Training - The library staff is still working on completing 2023 Sexual Harassment Training. Amy will send the board a link when the state training becomes available.
2. Staff Development Day – This has been moved from August to September 14th, to allow it to be held on the same day as the Strategic Planning staff retreat.
3. PUG Day – PUG Day will be held on Friday, September 29th at Waubensee Community College in Sugar Grove, IL. The library will be closed so the staff can all attend this training.
4. Job Openings – The Communications Coordinator and Communications Clerk positions are open until filled. Amy will update the board in September.

b. Annual Reports:

- i. Per Capita Grant Requirements FY23-24 – The FY23-24 requirements are the same as last year.
- ii. IPLAR – For public library districts, the deadline is September 1 of each year [75 ILCS 16/30-65]. Amy will complete this prior to the September meeting.

c. Documents Filed:

- i. Elected Officers List – A copy was sent to the County Clerk's Office and IL State Library.
- ii. Ordinance 23-01 (Meeting Dates) – A copy was sent to the County Clerk's Office.
- iii. Publish Public Hearing – Proof of Publication of the Public Hearing for Budget & Appropriations was sent to the County Clerk's Office.

d. FOIA/OMA Certification:

- i. Director – Amy is required to complete both OMA and FOIA certifications annually. She completed both on May 14, 2023.

- ii. Trustees – Newly elected/reelected trustees must complete OMA certification once at the beginning of their term. This year, Joanne and Carole were required to complete this. Carole completed her training on July 5th. Joanne completed her training on July 6th.
- e. Trustee Facts File (Chapter 6: Intellectual Freedom): Chapter 6 discusses Intellectual Freedom. It discusses material selection, material challenges, internet access, filtering software, the Children’s Internet Protection Act, and Patron’s Right to Privacy.

6. Unfinished Business

- a. Discuss Decennial Committee Meeting Date: Amy suggested the second Decennial Meeting be held in April 2024. The meeting date will be voted on at the September meeting.
- b. APPROVE – Ordinance 23-02 (Budget & Appropriations): A motion was made to approve Ordinance 23-02 as presented.
A motion was made by Joanne and seconded by Julie to approve Ordinance 23-02.

After the motion was moved and seconded, Pat opened the floor up for discussion. There was no discussion.

Secretary, Julie Black requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes
Julie Black – yes
Pam Bragg – yes
Carole Karenke – yes

Linda Johnson – yes
Joanne Riedl – yes
Pat Held - yes

There are seven votes in the affirmative and zero votes in the negative. There was a two-thirds majority vote in the affirmative and Ordinance 23-02 (Budget & Appropriations) was approved.

- c. CLOSED Session - pursuant to 5 ILCS 120/2(c)21: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

At 6:49 p.m., a motion was made to put the open session on hold and enter closed executive session, pursuant to 5 ILCS 120/2(c)21 to discuss minutes of meetings lawfully closed under this Act, for purposes of approval by the body of the minutes and semi-annual review of the minutes as mandated by Section 2.06.

A motion was made by Joanne and seconded by Julie to go to a closed session.

Secretary, Julie Black requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes
Julie Black – yes
Pam Bragg – yes
Carole Karenke – yes

Linda Johnson – yes
Joanne Riedl – yes
Pat Held - yes

There are seven votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and *the open session was put on hold to enter closed session.*

At 6:57 p.m., a motion was made to close the executive session and reenter the open session. **A motion was made by Pam and seconded by Joanne to end the closed session and reenter the open session.**

Secretary, Julie Black requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes
Julie Black – yes
Pam Bragg – yes
Carole Karenke – yes

Linda Johnson – yes
Joanne Riedl – yes
Pat Held - yes

There are seven votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and *the executive session was closed on open session was reentered.*
A motion was made by Joanne and seconded by Linda to not release the closed session minutes.

There are seven votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative to not release the minutes from the closed session.

7. New Business

- a. Discuss Ordinance 23-02 (Tax Levy) – Amy included a handout that goes over taxes, the levy, and truth in taxation. She also included a copy of the Final Tax Computation Report that is used to determine the Levy. Amy asked the trustees to review them prior to the September meeting. A draft Tax Levy will be presented at the September meeting and be voted on in October.
- b. Discuss Truth in Taxation – A Truth in Taxation Hearing is only required if the levy will be increasing by more than 5% over the previous year’s “Total Extension” amount. Using the “Rock Island County Total Extension,” found on the Final Tax Computation Report, Amy presented the maximum amount that can be levied without a Truth in Taxation Hearing. Whether a hearing must be held or not, a Truth in Taxation Compliance Certificate must be sent to the County Clerk. The need for a Truth in Taxation Hearing will be determined at the September meeting.

- c. Discuss Ordinance 23-04 (Treasurer’s Financial Statement) – Amy included a draft of the Treasurer’s Financial Statement and the Bank Account Ledger spreadsheet. The Treasurer’s Financial Statement will be voted on at the September meeting.
- d. Discuss Purchase of Fireproof Safe – Various fireproof safes were discussed. A purchase will be voted on at the September meeting.
 - The smaller safe-fit legal and letter-size documents weigh 42 pounds and takes up the same amount of floor space as a mini fridge. Right now, it is on sale at Walmart for \$97.50 but was \$120 recently. Similar styles weigh about 25 pounds and run roughly \$50-75 each.
It was moved by Joanne and seconded by Linda to purchase this safe.
This was approved unanimously.
 - Discuss Rock River Mailer – This year’s Rock River mailer, and possible changes for next year’s mailer, were discussed.
- e. Library Wishes: None at this time.

8. Items to be placed on the next meeting’s agenda

- Director’s Review
 - i. Library Happenings
 - 1. Building Maintenance/Projects
 - 2. Programming
 - a. Summer Reading
 - b. Trunk or Treat
 - c. Centennial Celebration
 - 3. Personnel
 - ii. Annual Reports
 - 1. 2023 Per Capita Requirements
 - 2. IPLAR Status
 - iii. Documents Filed: Ordinance 23-02 (Budget & Appropriation)
 - 1. A scan of the completed document will be sent to Rock Island County within 30 days of approval.
 - iv. Trustee Facts File (Chapter 7)
 - Present 23-03 Tax Levy – Do not vote until October
 - Determine if Truth in Taxation Hearing will be needed
 - Adopt Treasurer’s Financial Statement (Ordinance 23-04)
 - Discuss School Donations (Approve in October)
 - Discuss Treasurer to pay winter bills (Approve in October)
 - Discuss Payments to Silvis (Approve in October)
 - Library Wishes
- 2. Will be published, without appropriations column, within 30 days of approval.
- 3. Proof of Publication will be sent to Rock Island County within 30 days of publication.

9. It was moved by Joanne to adjourn at 7:16 pm

NEXT Board Meeting: Wednesday September 20th, 2023, 6:30 PM

Respectfully submitted,
Julie Black
Secretary
Rock River Library Board